



**METRO STATE
UNIVERSITY**

College of Nursing and Health Sciences

**Doctor of Nursing Practice
STUDENT HANDBOOK**
General Information

2022-2023

<https://www.metrostate.edu/academics/nursing-and-health-sciences>

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Doctor of Nursing Practice (DNP) Program Student Handbook

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Department of Nursing

Introduction

Welcome to Metropolitan State University and to the DNP/FNP program. This student handbook is designed for graduate students in nursing at Metropolitan State University in the following programs:

1. Doctor of Nursing Practice Program – BSN to DNP Track
2. Doctor of Nursing Practice Program – ELMSN to DNP Track

Students are responsible to know and understand the policies and procedures for the Department of Nursing in the College of Nursing and Health Sciences. The policies listed in this handbook are reviewed annually. Students will be notified when updates are available.

There are also policies specific to your experience here as a graduate student. Students are also responsible to know and understand these Graduate policies and procedures. The link to the university's student policies is:

<https://www.metrostate.edu/about/policies>

Please remember that policies in the Department of Nursing may differ somewhat from the Graduate policies and procedures. The Department of Nursing may require different timelines, information, or other items from the student. The Department of Nursing DNP Student Policies should supersede the information in the Graduate School policies and procedures when these differences occur.

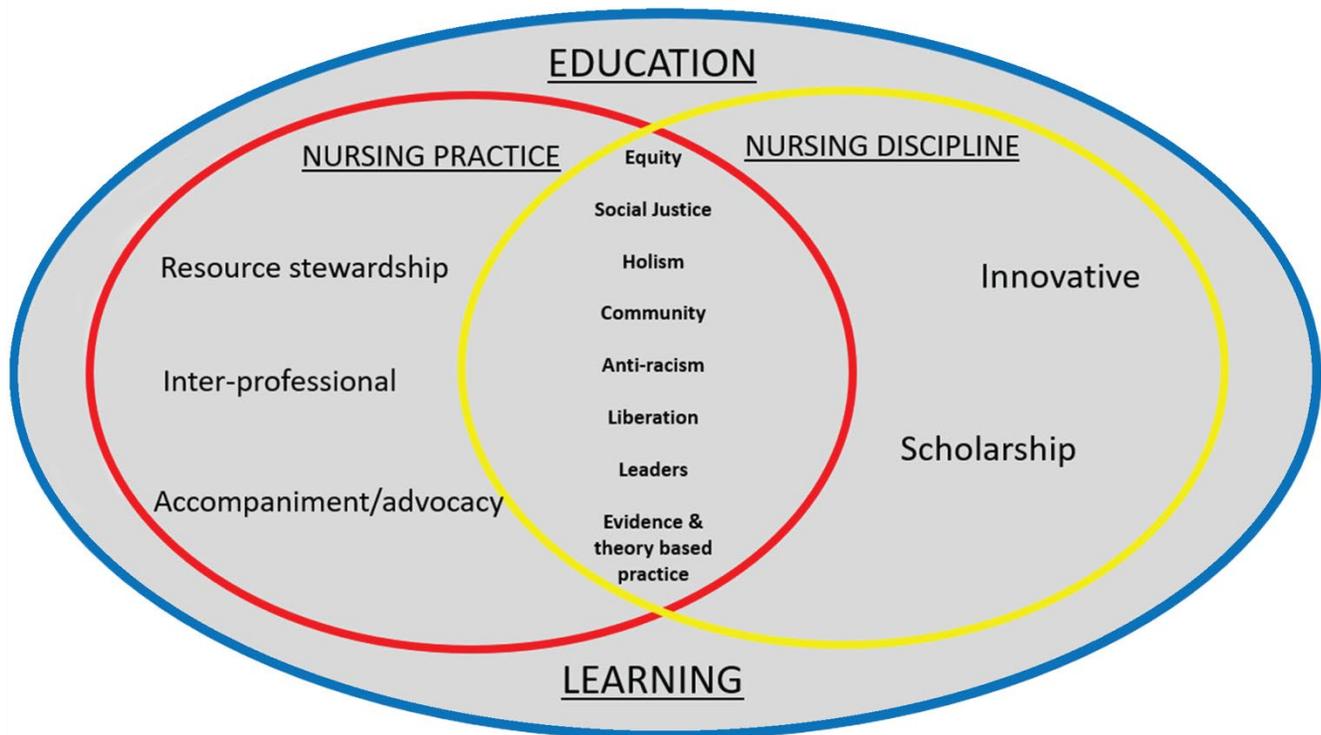


Department of Nursing

University Mission

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population. The university will provide accessible, high-quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color. Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds to achieve their educational goals. The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission

Department of Nursing Philosophy



The mission of nursing education at Metro State University is to engage and educate students to provide holistic and value-based healthcare for all.

We are committed to nurturing an educational environment that fosters anti-racism and liberation.

Our nursing department acknowledges the structures and intersectional inequities within societal systems including healthcare that continue to cause harm to historically marginalized communities.

We strive for students to emerge from our programs with skills to advance health equity.

These guiding principles prepare our students to adapt to changing healthcare needs and collaborate with society through civic engagement and lifelong learning. Inherent within the practice and discipline of nursing are the values noted in the diagram.

Our model demonstrates the relationships among, the discipline of nursing, nursing practice, and nursing education.

Department of Nursing Goals

1. Provide nursing education that is accessible and flexible
2. Create learning environments in which students from historically marginalized communities have equitable opportunities to participate and succeed
3. Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families, communities, and populations
4. Contribute to the advancement of nursing practice and the discipline of nursing
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university

Revised: 4/10/02; 5/01/02; 9/07/04; 12/01/05; 2/1/06; 5/28/08; 10/22/2012; 4/2018; 2022

DNP Program Outcomes

Based on the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (2006), Metropolitan State University has developed five program outcomes for the DNP program. These outcomes include the ability to:

1. Translate scientific knowledge in nursing practice.
2. Lead practice initiatives that influence population health care outcomes with a focus on underserved individuals, families, and communities.
3. Utilize information systems technology to improve patient care and health care systems.
4. Facilitate interprofessional collaboration to ensure safe and effective health care.
5. Practice holistic, evidence-based advanced nursing care with a focus on underserved individuals, families, and communities.
6. Advocate for public policy to prevent illness and promote population health.

The complete AACN DNP Essentials document can be obtained at
<https://www.aacnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>



College of Nursing & Health Sciences
Admitted Student Policies
DNP-FNP Program
Approval Date: March 24th, 2022

Effective Date

These policies become effective immediately upon approval and shall remain in effect until revoked or revised.

Responsibility

Each student is responsible for knowing and adhering to the current admitted student policies for the College of Nursing and Health Sciences (CNHS) and their specific program. These policies are made available to students upon admission and are published on the CNHS website. Students are notified by Metropolitan State email when policies are updated. Students are responsible for knowing and learning about changes in policies. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the CNHS.

Petition for Exceptions to Policies

A student seeking an exception from a policy or requirement may do so through the College of Nursing and Health Sciences Petition process. Exception requests are considered on an individual basis considering the strength of the submitted evidence or rationale. Students should contact their advisor for information on the petition process.

CNHS Communication Acknowledgement

In accordance with FERPA, communication related to student academics, program progression, and student support may occur throughout the program among faculty, advisors, administration, and staff.

1. Matriculation Requirements

- 1.1. Students are expected to adhere to the progression, academic, and graduation standards and current policies for the University and this program.

- 1.2. Students must establish and maintain a university email account. This account is free of charge and is active as long as a student remains enrolled at the university. The university assigned student email account is the official means of communication with all students enrolled at Metropolitan State. No other email account may be used as means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.

- 1.3. Students are expected to read their email on a regular basis to ensure that they are aware of information circulated by the CNHS. Official notification and announcements are all transmitted via Metropolitan State email. It is the students' responsibility to create accounts to use university services such as the library databases and online course management systems.
- 1.4. The DNP program admits registered nurses and students are expected to maintain an active, unencumbered license to practice professional nursing in the state of Minnesota throughout the program. Students shall notify the Program Director or designee if any Board of Nursing acts against their license to practice. Failure to maintain a license and report actions may result in immediate dismissal from the program.

2. Advising

Students will have an assigned advisor(s) throughout their time in the program. Advisors are available to help students with questions or issues while they progress through their degree program. They can assist with issues such as course registration, petitions, graduation planning, or other concerns. Advisors are either full-time professional academic advisors or resident faculty advisors in the CNHS. They provide information, advocacy, and referrals to available university services to support students and their success.

3. Accessibility/Learning Needs

Metropolitan State University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Metropolitan State University is committed to providing educational opportunities to students with disabilities. In accordance with the Americans with Disabilities Act of 1990 as amended and Section 504 of the Rehabilitation Act and other applicable state and federal laws, the school provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on the specifics of each case. Students who seek reasonable accommodations for disabilities must contact the Center for Accessibility Resources. The Center for Accessibility Resources, in collaboration with the student, will determine a student's eligibility and recommend eligibility and appropriate accommodations and services.

3.2 Information about the Center for Accessibility Resources can be found on the website:
<https://www.metrostate.edu/accessibility>

4. Grading

- 4.1 Students are required to obtain letter grades in all DNP courses with the exception of specified scholarship, lab and practicum courses.
- 4.2 Students are required to achieve a grade of C or better in STAT 621. Failure to obtain a grade of C or better will result in dismissal from the program.
- 4.3 Students may earn only one grade lower than a B- in any graded NURS or HSCI course. This limit includes withdrawal from a course and a "No Credit" in a Pass/Fail course. A second grade in a NURS or HSCI course Lower than a B- will result in dismissal from the program.

4.4 Students must maintain a term and cumulative program GPA of 3.0 or above.

4.5 Incompletes

Per University policy, a grade of 'incomplete' may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty to request a grade of 'incomplete'. A grade of 'incomplete' may affect progression in the program.

5. Curriculum Changes

5.1 Currently enrolled students whose program must be amended due to curricular changes shall not be required to fulfill more credits than those in their original plan. Students will not be required to duplicate course content already completed.

5.2 Students who enroll in courses after a gap in enrollment must adhere to current program prerequisites, requirements, and policies.

6. Progression

6.1 Students must enroll in and successfully complete courses in the sequence identified on the Program Progression Table, with the exception of courses identified in 6.3 and 6.4. The minimum acceptable passing grade for all courses is B-, with the exceptions identified in 4.2 and 4.3.

6.2 A student who receives a second grade of less than a B- in a nursing or HSCI course on the first attempt will not be able to progress until the course is successfully completed, with the exception described in 6.4 for the failure of an NP clinical course and/or NP practicum but successful completion of the co-requisite scholarship course.

6.3 If a student does not successfully complete a scholarship course (NURS 750, 760, or 770) on the first attempt and the student has made substantial progress, the student may petition to take an FDIS to complete work the subsequent semester. Students should be mindful that it may delay their progression.

6.4 In the case in which a student fails a NP clinical course and/or NP practicum (NURS 621, 621P, 722, 722P, 723, 723P) but successfully completes the co-requisite scholarship course, the student may petition to progress through the scholarship course series to complete their DNP Scholarship Project and retake the failed clinical course with the next cohort, on a space-available basis, with the following conditions:

6.4.1 Pass a full history and physical exam for an adult and pediatric patient and a system-specific OSCE.

6.5 DNP students who do not enroll in courses according to the published program plan will be required to submit a Request for Reinstatement following the Reinstatement Procedure. If reinstated, the student will be held accountable for any interim curriculum changes, including any changes in course prerequisites. Upon reinstatement to the program, students will need to successfully meet all reinstatement conditions identified.

6.7 A student who does not successfully complete a NURS or HSCI course on the first attempt, including withdrawals, may repeat the course one time only. Courses not successfully completed must be repeated on a space available basis within one year. Until a course is successfully completed, the student will not progress to subsequent courses. A student may repeat no more than two NURS or HSCI courses. Failure or withdrawal from the second attempt of a course, or three NURS or HSCI course failures will result in dismissal from the program.

6.8 BSN-DNP students must complete the program within six years of enrollment in the first DNP course.

6.9 ELMSN-DNP students must complete the program within five years of enrollment in the first DNP course.

7. Active Military Duty:

The CNHS is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board Procedure (5.12.1) of the Minnesota State system.

8. Student Representation

The experiences, perceptions, ideas, and viewpoints of students are important to the CNHS. Opportunities exist to provide input to the Program Coordinators, Department Chair, faculty, and department committees. This involvement provides for the exchange of information and ideas related to continuous evaluation and improving the programs.

9. Academic Integrity

Academic honesty is highly valued. Metropolitan State University's position regarding academic honesty is found in the Academic Integrity Policy and Procedures, #2190 and #219 and is provided to students on the University Website and in course syllabi. Students are expected to uphold student integrity and standards when fulfilling program requirements and assignments. Allegations of plagiarism or other forms of academic dishonesty are subject to investigation and sanctions under the University Student Academic Integrity Policy and Procedures, #2190 and #219, respectively.

10. Student Behaviors

10.1 All students are held responsible for meeting course and clinical requirements. Students must consistently demonstrate behavior reflective of professional practice at the University and in public environments. Failure to demonstrate professional behavior may result in dismissal from the program.

10.2 Professional behavior includes:

- Taking actions that are consistent with the Nursing Code of Ethics and the Minnesota Nurse Practice Act.
- Understanding and maintaining confidentiality consistent with HIPAA, professional ethics, and other regulations.
- Attending all learning experiences regularly and punctually.
- Informing course faculty in advance if unable to attend scheduled classroom meetings, exams or clinical experiences, or if unable to meet project deadlines.
- Complying with contracted requirements of clinical facilities and practicum sites.
- Demonstrating behavior that is professional and respectful to faculty, peers, patients, and staff in the classroom, within online courses, and in clinical facilities and practicum sites.

- Demonstrating awareness that the classroom, lab, and clinical environments are learning environments. Unless otherwise directed, this includes turning cell phones off and arranging for emergency contacts in a manner that does not disrupt class or client care.

10.3 Students or organizations may be subject to university discipline for any of the misconduct noted in university procedure #112 that occurs at any time on university-controlled premises or at university approved or sponsored functions, including clinical sites. Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable.

10.4 Students exhibiting unprofessional behavior will be notified by faculty that such behavior is unacceptable. Faculty members or others in the position of authority may take any immediate and temporary actions necessary to protect the classroom or program atmosphere, to uphold established policies, regulations, and laws. Any behaviors that violate the Student Code of Conduct may also be subject to investigation. Depending upon the nature of the incident or the number of incidents, the faculty may consult with the Office of the Dean of Students or the appropriate University office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112.

10.5 During clinical experiences, students who possess a professional role license (RN, Dental Hygienists) are providing care as students. However, licensed students are accountable for their professional behavioral as related to licensure. For example, the Minnesota Nurse Practice Act (148.263 Sub. 3) includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the Minnesota Board of Nursing.

11. Practicum and Contract Requirements of Clinical Facilities and Practicum Sites

11.1 Legal contracts are arranged with clinical and practicum sites. These contracts specify information the college must collect from students. Students must submit the required pre-practicum and clinical documentation prior to the deadline. Failure to submit this information prior to the deadline will result in students' inability to enroll and attend clinical courses. All requirements must remain valid for the duration of all clinical and practicum experiences. It is the student's responsibility to maintain the records. The pre-practicum requirements are determined with clinical agencies and, in general, there are no exceptions. Information on clinical requirements can be obtained on the CNHS website.

11.2 The DNP-FNP program requires students to complete a minimum of 1000 practicum hours. This total includes practicum hours in preparation for the Family Nurse Practitioner Role (700 hours minimum) and hours in the completion of the DNP Scholarship Project (300 hours minimum).

11.3 Students partner with program faculty and staff to identify preceptors/mentors for the practicum courses. All preceptors/mentors must meet Department of Nursing credentialing requirements. The DNP Program Director or designee approves NP preceptors and agency placements for NP students. Each semester, before starting clinical, students must have approval from the DNP Program Director or designee for clinical placements.

11.4 Students with personal circumstances that may limit their eligibility for participation in clinical experiences are encouraged to contact the DNP Program Director as soon as possible. The DNP

Program Director does not guarantee an alternative facility placement. Students with these circumstances may be unable to continue in the program.

11.5 Students must adhere to all clinical site policies and procedures. Consequences for non-adherence are outlined in the FNP Clinical Student Handbook.

11.5.1 Students are required to complete all clinical hours associated with a clinical practicum course.

11.5.2 DNP FNP students arrange their clinical schedule with the site preceptor. A student who must miss a prearranged clinical date due to illness or other event should notify the preceptor prior to the clinical session and arrange make-up hours.

11.5.3 An unexcused absence is defined as failure to prepare for or appear at any clinical learning environment including lab and simulation without prior notification and approval by the faculty or site preceptor.

11.5.4 A student with an unexcused absence may forfeit their clinical site and is required to make up the clinical hours.

12. Complaints and Conflicts

12.1 Academic Appeal

Students who believe they have been unfairly evaluated concerning grades, program requirements, or graduation requirements may appeal such concerns in accordance with the University's Academic Appeal Procedure (University Policy and procedure, section 2-b, Procedure #202).

12.2 Student Complaints and Grievances

Whenever possible, complaints, disagreements, and misunderstandings should be settled between the individuals involved and at the lowest possible level. Student who believe they have been unfairly treated by department faculty or staff, or who have a complaint related to a course that is not covered by the academic appeal procedure should use the following protocol, University Policy and Procedure 3-b, Procedure #303.

Graduation Requirements and Process

13.1 The student must complete all nursing courses requirements and earn an overall cumulative GPA of 3.0 or better.

13.2 The student must complete all standardized tests required by their Department.

13.3 Students must apply for graduation in accordance with university procedures.

13.4 Advisors nominate students for graduation after all degree requirements have been met or are in progress. The Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.

General Information

PROGRESSION STATUS

The BSN to DNP progression is four years at full-time study or three years for ELMSN to DNP students. In the event of extenuating circumstances that may cause program interruption, **the maximum time limit for program completion, pending pre-approval, is six years for BSN to DNP students and five years for ELMSN to DNP students.**

Full-Time Status: At Metropolitan State University, full-time status is eight (8) or more graduate credits per semester.

Part-Time Status: At Metropolitan State University, part-time status is fewer than eight (8) graduate credits per semester.

SCHOLARSHIPS/FINANCIAL AID

Metropolitan State University, the College of Nursing and Health Sciences and the Department of Nursing offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veterans Administration, or the student's employer.

For more information and application forms, contact the **Financial Aid Office** at 651.793.1300 or via the website at <https://www.metrostate.edu/finances/aid>. Scholarship opportunities are also communicated periodically via the university e-mail system.

COURSE DELIVERY METHODS

The Department of Nursing programs utilize multiple course delivery methods including face-to-face (with web support), hybrid, and online courses. Online courses associated with the DNP program are delivered via the D2L Brightspace platform, and may have special on-campus requirements.

Face-to-face courses are offered in the traditional classroom setting on campus. A face-to-face course may be web-supported. For example, the syllabus, course handouts, and announcements might be accessed online.

Hybrid courses utilize a mix of face-to-face classroom sessions with online sessions.

Online courses are delivered via the internet utilizing the D2L platform. Please note: Online courses in the Department of Nursing are NOT independent study courses.

PETITION PROCESS

Any request for exemption or variance from stated DNP program policies or requirements should be directed to the Department of Nursing petition, using the official petition form.

DNP SCHOLARSHIP PROJECT

Each student must complete an evidence-based DNP Scholarship Project in order to earn the Doctor of Nursing Practice degree. This project is meant to demonstrate the application of concepts learned through

the program coursework in a clinical or community setting through the implementation and evaluation of a practice change/improvement project.

DNP Faculty Program Advisor

This individual is assigned upon admission to the program. The students must meet with his/her DNP Faculty Program Advisor in the first semester of the program in order to sign the Plan of Study required for the student file. The student should plan to meet each semester with the DNP Faculty Program Advisor to work towards identifying a DNP Scholarship Project topic, site, clinical mentor, and DNP Scholarship Project Faculty Advisor. This individual also shares his/her experiences and advice with students regarding how to succeed in academic and professional nursing environments.

DNP Scholarship Project Faculty Advisor

This is the faculty who has primary oversight of the student's DNP Scholarship Project proposal development, implementation, evaluation, and completion of the publication-ready summary manuscript. This doctorally-prepared faculty in the Department of Nursing is asked by the student to be his/her chair based on expertise that is helpful in the DNP Scholarship Project. This individual may or may not be the DNP Faculty Program Advisor. The student will be assigned to a DNP Faculty Program Advisor by the DNP Program Coordinator and/or NURS 741 course instructor fall semester of the third year of the BSN-DNP program progression or the second year of the ELMSN-DNP program progression.

DNP Scholarship Project Site Mentor

This is the individual at the DNP Scholarship Project site who has the ability to assist the student in the implementation and evaluation of the project. This individual should be at least master's-prepared in the specialty in which they are providing guidance to the student. They also should have the necessary knowledge and departmental links at the project site to help guide the student through successful project implementation.

DNP Scholarship Project Timeline and Team Identification Process

The DNP Scholarship Proposal topic, team, and scholarship site development begins for the student as soon as he or she enters the program. This topic and site are defined and refined through course work and discussion with the student's DNP Faculty Program Advisor. The Faculty Advisor works with the student in the early phases of the program to identify possible topics, project sites, clinical mentor, and a DNP Scholarship Faculty Advisor. Final topic and site approval are completed by the DNP Scholarship Faculty Advisor once identified.

The DNP Scholarship Project topic and recommendations for the DNP Scholarship Project Faculty Advisor and site should be identified by the fall semester of the third year for students in the BSN-DNP program track and fall semester of the second year for students in the ELMSN-DNP program track. The student is assigned a DNP Scholarship Faculty Advisor. The student and the DNP Scholarship Faculty Advisor finalize the members of the DNP Scholarship Project team. Only one other member of the team is required and should represent the clinical site, the DNP Scholarship Site Mentor. Students must provide information about the location of project site to the DON clinical contract coordinator during the initial planning stages to ensure there is a contract in place before starting the DNP Scholarship Project.

DNP Scholarship Project Proposal

The DNP Scholarship Project Proposal is the detailed plan reviewing the evidence supporting the proposed change project as well as the process proposed by the student for change implementation and evaluation. The DNP Scholarship Proposal serves as the primary source for the oral presentation of the DNP Scholarship Project Team review of the student's readiness to undertake the project. The guidelines for the written portion of the DNP Scholarship Project Proposal are in Appendix A. Course content and

work facilitates the development of the DNP Scholarship Project and successful completion of this proposal presentation is required for program progression.

The student, with the DNP Scholarship Faculty Advisor schedules the DNP Scholarship Project Team meeting when it has been determined that the proposal is ready for review. The student must have the DNP Scholarship Proposal to the team members at least one week prior to the DNP Scholarship Project Team meeting. The student presents the proposal to the DNP Scholarship Project Team in a 15-minute closed oral presentation. The team then questions the student specific to the proposal and to assess the integration of course content and readiness to conduct the DNP Scholarship Project. After closed deliberation discussing the merits of the proposal, the team reaches one of three conclusions; (a) approval of the proposal; (b) approval of the proposal with modifications; or (c) not approved.

If a student does not receive approval of the DNP Scholarship Project Proposal by the team, the student must work with the DNP Scholarship Project Faculty Advisor to correct any deficiencies and meet again with the DNP Scholarship Project Team. Students are allowed to repeat the team proposal meeting once. If the student fails to receive approval for the Scholarship project after the second attempt, the student is dismissed from the DNP program.

Once the committee has approved the DNP Scholarship Proposal, the student is considered to have "passed" the team meeting and may move forward with project implementation as described in the proposal.

Students following the BSN-DNP program track should start the written proposal no later than fall semester of the third year (semester five) and should obtain team approval by the end of spring semester of year three (semester six). Students following the ELMSN-DNP program track should start the written proposal no later than fall semester of the second year (semester three) and should obtain team approval by the end of spring semester of year two (semester four).

HSRB Approval for Scholarship Projects

It is the responsibility of the DNP student to seek guidance from his/her DNP Scholarship Faculty Advisor regarding the Human Subjects Review Board (HSRB) procedures for the Scholarship project. Generally, HSRB approval is required if any human subjects are involved, such as for evaluation of project outcomes. HSRB submissions are normally sent to the University as well as the scholarship site where the data collection (or project) will occur. Generally, you want to work with your DNP Scholarship Faculty Advisor to complete your HSRB application at the same time you are completing your proposal. Final submission of the HSRB application typically takes place after the DNP Scholarship Project Team has approved the DNP Scholarship Proposal. HSRB policies, directions, forms, and example consent forms are available on the Metropolitan State University HSRB website at:

<https://www.metrostate.edu/academics/hsrb>

DNP Project Summary Manuscript and Presentation

At the conclusion of the DNP Scholarship Project, a publication ready summary manuscript is prepared by the student according to the author guidelines for the journal to which submission is planned. The student works with the DNP Scholarship Project Faculty Advisor to determine deadlines and process for completion. This manuscript should be a summary of the project from inception to evaluation, and include clinical implications and application of the practice knowledge gained. The student works with the DNP Scholarship Faculty Advisor to determine when the manuscript is ready for submission to the DNP Scholarship Team for evaluation. The paper must be completed and approved by the DNP Scholarship Project Team by the end of semester eight for students following the BSN-DNP program track and by the end of semester six for students following the ELMSN-DNP program track. The student then orally presents their Final DNP Scholarship Project Presentation.

Doctor of Nursing Practice (DNP) Statistics Requirement

By Fall program start, all DNP/FNP admits must complete a Statistics course. The Statistics course should meet the following criteria:

- **POST-BSN APPLICANTS:** Can be Upper or Lower Division. There is no time-limit. Minimum grade earned must be C or higher.
- **POST-ELMSN APPLICANTS:** Be graduate-level, completed within 5 years of program start with an earned grade of B or higher. Graduate course numbers typically start at 5xx or higher. Graduate-level courses may require prior completion of a pre-requisite course.
 - **If you have already completed graduate-level Statistics**, forward a course syllabus to the DNP professional advisor for review and approval by the Math Department that the course you completed fulfills this requirement

It is highly recommended that applicants in need of this requirement do so at Metropolitan State University in the Fall or Spring, as opposed to the Summer, prior to Fall program start. Interested applicants may apply as non-degree seeking to fulfill this requirement.

Upon successful completion, submit an official transcript to the DNP professional advisor by August 15th. For MN State institutions, simply e-mail the DNP professional advisor, as we can access your MN State grades, as long as there is no hold on your account at that institution.

For inquiries or to submit a transcript, syllabus or notification of Statistics completion:

Lynn Iverson-Eyestone | Academic Advisor
College of Nursing and Health Sciences | Metropolitan State University
700 East 7th Street | St. Paul, MN 55106
Lynn.Iverson-Eyestone@metrostate.edu

CNHS Petition Form

PURPOSE OF FORM

Prospective and admitted students may use this form to request an exception to admission, matriculation, program, degree requirements or Dental Hygiene or Nursing Program Policy.

INSTRUCTIONS

1. Complete this form, making one request per form. **Incomplete, illegible or unclear petitions will be returned.**
2. Include detailed information clearly explaining your current situation, request, rationale and action you wish CNHS to take.
3. Attach all relevant supporting documentation. Your name must be printed on all submitted documentation. For example, we cannot accept documentation with only a student ID, Social Security or other number.
4. Submit completed form and documentation to the address, fax or e-mail listed at the top of the form. **To the Attn: Advising Program Supporter.**
5. **Petition decisions can take 1-2 weeks depending on the time of year. Decisions are sent via U.S. mail and/or e-mail.** (For Metropolitan State students, we will notify you via your university e-mail account per university policy).

REQUESTS THAT SHOULD NOT BE MADE VIA CNHS PETITION

- 1) Requests from undergraduate students for a course to be reviewed to fulfill a program requirement. Direct these requests to your advisor for the appropriate process. (Exception: Graduate students MAY use this form for this purpose).
- 2) Requests to continue in a program due to non-progression or academic issues. Contact your advisor to discuss the Request for Reinstatement form.

STUDENT INFORMATION							
Program:	<input type="checkbox"/> ADT	<input type="checkbox"/> BSDH	<input type="checkbox"/> DNP	<input type="checkbox"/> ELMSN	<input type="checkbox"/> HSS	<input type="checkbox"/> MANE-BSN	<input type="checkbox"/> RN-BSN
Student Status:	<input type="checkbox"/> Applicant to program above		<input type="checkbox"/> Admitted to program above				
Metropolitan State Student ID#:			Advisor:				
Last Name:			First Name:				
Mailing Address:			City:	State:	Zip:		
Email (Current Students list Metro State email):			Phone:		Program Cohort Name/Year:		

ACTION REQUESTED: (please choose one)			
<input type="checkbox"/> Exception to program admission requirement	<input type="checkbox"/> Take course out of sequence	<input type="checkbox"/> Extend time limit for program completion	<input type="checkbox"/> Graduate students only: Request a course be reviewed to fulfill a degree requirement

CNHS Petition Form

Detailed explanation of your current situation, background or context for your request:
(Example: I am a Fall 2020 DNP applicant. I'm currently enrolled in an RN-BSN program at Winona State. I anticipate graduating with my BSN in May 2020 upon successful completion of my seven credits of Spring 2020 coursework.)

Reference the policy or requirement to which you are requesting an exception:
(Example: I understand that DNP applicants must have their BSN degree completed at time of application.)

Your request and/or the action you wish CNHS to take AND your rationale:
(Example: I am requesting approval for my Fall 2020 DNP application to be considered while my BSN degree is in progress. I anticipate I will have completed my BSN by May 15, 2020. It is my hope to continue onto the DNP without a year break.)

Supporting documentation (list all attachments):
(Example: Course syllabus, course description, transcripts, degree plan worksheet, etc.).

Student Signature:

Date:

FOR OFFICE USE ONLY

Log #:

Date Received:



Department of Nursing

BSN to DNP Program CURRICULUM REQUIREMENTS

Program Requirements for BSN to DNP Students*

To earn the DNP degree, all students must complete 80 semester credits distributed in three areas and an evidence-based DNP Scholarship Project. The specific courses that meet these requirements are listed below.

RESEARCH/THEORY CORE REQUIREMENTS (29 credits- 50 clock hours)

NURS 602	Ethical Dimensions for Advanced Nursing Practice	2 credits
NURS 603	Advanced Integrative Nursing Care	2 credits
NURS 604	Evidenced-Based Nursing Practice	3 credits
NURS 628	Family Health Promotion and Health Maintenance	2 credits
NURS 609	Pharmacology for Advanced Nursing Practice	3 credits
NURS 610	Pathophysiology for Advanced Nursing Practice	3 credits
STATS 621	Advanced Biostatistics in Health Research	3 credits
NURS 637	Informatics for Advanced Nursing Practice	2 credits
NURS 700	Advanced Nursing Science	3 credits
NURS 703	Research Methodology and Advanced Evidence-Based Practice	4 credits
NURS 708	Epidemiology and Population Health	3 credits

LEADERSHIP CORE REQUIREMENTS (12 credits)

NURS 647	Leadership in Health Care Systems	3 credits
HSCI 648	Designing for Quality in Health Care	3 credits
NURS 749	Resource Management and Finance for Health Care	3 credits
NURS 751	Health Policy and Advocacy	3 credits

CLINICAL CORE REQUIREMENTS (26 credits – 600 clock hours)

NURS 616	Health Assessment for Advanced Nursing Practice	2 credits
NURS 616L	Health Assessment for Advanced Nursing Practice Lab	2 credits
NURS 621	Primary Care Nursing I	3 credits
NURS 621P	Primary Care Nursing I Practicum	2 credits
NURS 627	Applied Pharmacology for Advanced Nursing Practice	1 credit
NURS 636	Labs and Diagnostics for Advanced Nursing Practice	1 credit
NURS 722	Primary Care Nursing II	3 credits
NURS 722P	Primary Care Nursing II Practicum	2 credits
NURS 723	Primary Care Nursing III	3 credits
NURS 723P	Primary Care Nursing III Practicum	2 credits
NURS 724	Primary Care Nursing IV	3 credits
NURS 724P	Primary Care Nursing IV Practicum	2 credits
NURS 6XX	FNP Certification Review	1 credit

SCHOLARSHIP REQUIREMENTS (11 credits- 350 clock hours)

NURS 741	DNP Pre-scholarship	1 credit
NURS 742	DNP Scholarship Project Assessment	1 credit
NURS 750	DNP Scholarship I	3 credits
NURS 760	DNP Scholarship II	3 credits
MIRS 770	DNP Scholarship III	3 credits

TOTAL BSN to DNP TRACK CREDITS

80 credits

* Subject to revision

^ Graduates from Metropolitan State's RN-BSN program take NURS 699 Family Health Nursing for 1 credit as an alternative.



Department of Nursing

ELMSN to DNP Program CURRICULUM REQUIREMENTS

Program Requirements for ELMSN to DNP Students*

To earn the DNP degree, all ELMSN to DNP students must complete 64 semester credits distributed in three areas and an evidence-based DNP Scholarship Project. The specific courses that meet these requirements are listed below.

RESEARCH/THEORY CORE REQUIREMENTS (18 credits- 50 clock hours)

NURS 628	Family Health Promotion and Health Maintenance	2 credits
NURS 609	Pharmacology for Advanced Nursing Practice	3 credits
NURS 610	Pathophysiology for Advanced Nursing Practice	3 credits
NURS 700	Advanced Nursing Science	3 credits
NURS 703	Research Methodology and Advanced Evidence-Based Practice	4 credits
NURS 708	Epidemiology and Population Health	3 credits

LEADERSHIP CORE REQUIREMENTS (9 credits)

HSCI 648	Designing for Quality in Health Care	3 credits
NURS 749	Resource Management and Finance for Health Care	3 credits
NURS 751	Health Policy and Advocacy	3 credits

CLINICAL CORE REQUIREMENTS (26 credits – 600 clock hours)

NURS 616	Health Assessment for Advanced Nursing Practice	2 credits
NURS 616L	Health Assessment for Advanced Nursing Practice Lab	2 credits
NURS 621	Primary Care Nursing I	3 credits
NURS 621P	Primary Care Nursing I Practicum	2 credits
NURS 627	Applied Pharmacology for Advanced Nursing Practice	1 credit
NURS 636	Labs and Diagnostics for Advanced Nursing Practice	1 credit
NURS 722	Primary Care Nursing II	3 credits
NURS 722P	Primary Care Nursing II Practicum	2 credits
NURS 723	Primary Care Nursing III	3 credits
NURS 723P	Primary Care Nursing III Practicum	2 credits
NURS 724	Primary Care Nursing IV	3 credits
NURS 724P	Primary Care Nursing IV Practicum	2 credits

SCHOLARSHIP Requirements (11 credits- 350 clock hours)

NURS 741	DNP Pre-scholarship	1 credit
NURS 742	DNP Scholarship Project Assessment	1 credit
NURS 750	DNP Scholarship I	3 credits
NURS 760	DNP Scholarship II	3 credits
NURS 770	DNP Scholarship III	3 credits

TOTAL ELMSN to DNP TRACK CREDITS

64 credits

* Subject to revision

7/2020

BSN-DNP/FNP Program: Full-Time Progress

Year 1	Fall (Semester 1)		Spring (Semester 2)			
	STATS 621: Advanced Biostatistics in Health Research (ASYN)	3 cr	NURS 604: Evidence-Based Nursing Practice (BLHY)	3 cr		
		NURS 628: Family Health Promotion and Health Maintenance (BLHY)	2 cr			
NURS 647: Leadership in Health Care Systems (AYSN)	3 cr	NURS 637: Informatics for Advanced Nursing Practice (BLHY)	2 cr			
NURS 603: Advanced Integrative Nursing Care (AYSN)	2 cr	NURS 700: Advanced Nursing Science (BLHY)	3 cr			
	8 cr		10 cr			
Year 2	Fall (Semester 3)		Spring (Semester 4)			
	NURS 708: Epidemiology and Population Health (BLHY)	3 cr	NURS 610: Pathophysiology for Advanced Nursing Practice (BLHY)	3 cr		
NURS 703: Research Methodology and Advanced Evidence-Based Practice (BLHY)	4 cr	NURS 749: Resource Management and Finance for Health Care (BLHY)	3 cr			
HSCI 648: Designing for Quality in Health Care (BLHY)	3 cr	NURS 602: Ethical Dimensions in Nursing	2 cr			
	10 cr		8 cr			
Year 3	Fall (Semester 5)		Spring (Semester 6)		Summer (Semester 7)	
	NURS 609: Pharmacology for Advanced Nursing Practice (BLHY)	3 cr	NURS 621: Primary Care Nursing I (BLHY)	3 cr	NURS 722: Primary Care Nursing II (BLHY)	3 cr
NURS 616: Health Assessment for Advanced Nursing Practice (AYSN)	2 cr	NURS 621P: Primary Care I Practicum (BLHY)	2 cr	NURS 722P: Primary Care II Practicum (BLHY)	2 cr	
NURS 616L: Health Assessment for Advanced Nursing Practice Lab (WKLY)	2 cr	NURS 627: Applied Pharmacology (BLHY)	1 cr	NURS 760: DNP Scholarship 2 (AYSN)	3 cr	
NURS 636: Labs and Diagnostics for Advanced Nursing Practice	1 cr					
NURS 741: Pre-Scholarship (BLHY)	1 cr	NURS 750: DNP Scholarship I (BLHY)	3 cr			
NURS 742: DNP Scholarship Project Assessment	1 cr					
	10 cr		9 cr			8 cr
Year 4	Fall (Semester 8)		Spring (Semester 9)			
	NURS 723: Primary Care Nursing III (BLHY)	3 cr	NURS 724: Primary Care Nursing IV (BLHY)	3 cr		
NURS 723P: Primary Care III Practicum (BLHY)	2 cr	NURS 724P: Primary Care IV Practicum (BLHY)	2 cr			
NURS 770: DNP Scholarship III (BLHY)	3 cr	NURS 751: Health Policy & Advocacy (BLHY)	3 cr			
		NURS 6XX: FNP Certification Review	1 cr			
	8 cr		9 cr			
Total Credits: 80						

AYSN – Completely online, asynchronous

WKLY – Meets weekly

BLHY- Blended/hybrid, usually synchronous 2-3 times per month *One elective course optional

ELMSN-DNP/FNP Program: Full-Time Progress

Year 1	Fall (Semester 1)		Spring (Semester 2)			
	NURS 708: Epidemiology and Population Health (BLHY)	3 cr	NURS 700: Advanced Nursing Science (BLHY)	3 cr		
NURS 703: Research Methodology and Advanced Evidence-Based Practice (BLHY)	4 cr	NURS 610: Pathophysiology for Advanced Nursing Practice (BLHY)	3 cr			
HSCI 648: Designing for Quality in Health Care (BLHY)	3 cr	NURS 749: Resource Management and Finance for Health Care (BLHY)	3 cr			
		NURS 628: Family Health Promotion and Health Maintenance (BLHY)	2 cr			
10 cr		11 cr				
Year 3	Fall (Semester 5)		Spring (Semester 6)		Summer (Semester 7)	
	NURS 609: Pharmacology for Advanced Nursing Practice (BLHY)	3 cr	NURS 621: Primary Care Nursing I (BLHY)	3 cr	NURS 722: Primary Care Nursing II (BLHY)	3 cr
	NURS 616: Health Assessment for Advanced Nursing Practice (AYSN)	2 cr	NURS 621P: Primary Care I Practicum (BLHY)	2 cr	NURS 722P: Primary Care II Practicum (BLHY)	2 cr
	NURS 616L: Health Assessment for Advanced Nursing Practice Lab (WKLY)	2 cr	NURS 627: Applied Pharmacology (BLHY)	1 cr	NURS 760: DNP Scholarship 2 (AYSN)	3 cr
	NURS 636: Labs and Diagnostics for Advanced Nursing Practice	1 cr				
	NURS 741: Pre-Scholarship (BLHY)	1 cr	NURS 750: DNP Scholarship I (BLHY)	3 cr		
	NURS 742: DNP Scholarship Project Assessment	1 cr				
10 cr		9 cr		8 cr		
Year 4	Fall (Semester 8)		Spring (Semester 9)			
	NURS 723: Primary Care Nursing III (BLHY)	3 cr	NURS 724: Primary Care Nursing IV (BLHY)	3 cr		
	NURS 723P: Primary Care III Practicum (BLHY)	2 cr	NURS 724P: Primary Care IV Practicum (BLHY)	2 cr		
	NURS 770: DNP Scholarship III (BLHY)	3 cr	NURS 751: Health Policy & Advocacy (BLHY)	3 cr		
8 cr		8 cr				
Total Credits: 64						

AYSN – Completely online, asynchronous

WKLY – Meets synchronously weekly

BLHY- Blended/hybrid, usually meets synchronously 2-3 times per month

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